

To receive a final report on the refurbishment of the library hub and consider any actions and associated expenditure.

Report to: Library Sub Committee

Date of Report: 02.10.26

Officer Writing the Report: Town Clerk

Purpose of Report: To provide an overview of the completed Saltash Library refurbishment project and seek Members' views on the outcomes achieved.

Officers Recommendations

Members are requested to:

1. Provide feedback on the completed library refurbishment project and its outcomes.
2. Ratify the following additional expenditure allocated to budget codes 6971 EMF Saltash Library Property Refurbishment and 6972 LI EMF Library Equipment & Furniture:
 - Security railings to the rear of the library building (project variation, GK Construction) – £6,800.00
 - Roof works by Stormforce, including the installation of new large hoppers, replacement outlet grates, and a new overflow weir – £6,482.00
 - Blinds for office windows – £365.50
 - Supply and installation of new smoke detectors throughout the building – £851.88

- Supply, installation, and commissioning of external CCTV cameras – £1,303.45
- Various furniture items and kitchenware purchased to support the new library layout and operational requirements – £5,195.00
- Cornwall Council networking works – £475.46

The Library Sub Committee delegated authority to the Town Clerk, in consultation with Bailey Partnership, to approve project variations within the approved budget for 6971 EMF Saltash Library Property Refurbishment, subject to agreement from the Chair and Vice Chair (Minute 66/25/26). This delegated authority relates specifically to item 2 bullet point 1 above.

During the course of the refurbishment, additional works were identified as necessary to ensure the successful completion of the project. To avoid delays to the programme, approval of these costs was sought and obtained by the Chair via email consultation with members of the Library Sub Committee, with all expenditure remaining within the overall approved project budget.

Report Summary

The internal Library Hub refurbishment works have now been completed. The programme was delivered largely in line with schedule and, while there were a few challenges along the way, the project progressed smoothly overall. The works were managed closely by James from Bailey Partnership, whose proactive approach was instrumental in maintaining momentum and ensuring the project remained on track. Although professional project management comes at a cost, the value it brings in terms of oversight, coordination and delivery cannot be overstated.

I would like to extend my sincere thanks to the members of the Library Sub Committee for their prompt responses, constructive input and continued support throughout the project, particularly the Chair. Special recognition should also go to the Community Hub Team Leader for her dedication and commitment in ensuring that the refurbishment remained aligned with the Town Council's vision and delivered a facility that is both welcoming and fit for purpose.

This collaborative approach was key to the project's success, enabling timely decision-making, effective problem-solving and the successful delivery of the refurbishment within the planned programme.

Budgets

Budget Availability: £491

Budget Codes: 6972 LI EMF Library Equipment & Furniture

Committed Spend: £0.00

Budget Availability: £35,808

Budget Codes: 6971 LI EMF Saltash Library Property Refurbishment

Committed Spend: Virement of £6,482

Signature of Officer:

Town Clerk